

VACANCY ANNOUNCEMENT

30 - 2016

U.S. Embassy Sofia

Applicants who responded to vacancy announcements #28 - 2015, #03 - 2016, or #12 - 2016 need not apply as their application will be considered

OPEN TO: All Interested Candidates/All sources

POSITION: **COMPUTER PROGRAMMER, FSN-10 ERR*, FP-5****
(Applications Development and Support Specialist)

OPENING DATE: October 31, 2016

CLOSING DATE: November 27, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: **Ordinarily Resident (OR):**
Full performance level FSN-10 ERR*: BGN 59,889 year (Starting base salary)

Not-Ordinarily Resident (NOR):
Full performance level FP-5 step 5: USD 58,032 year (Starting salary)

*Exception Rate Range (ERR) authorized for Computer Programmer position, FSN-10

**Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Sofia, Bulgaria is seeking eligible and qualified applicants for the position of Computer Programmer (Applications Development and Support Specialist) with the Regional Support Center (RSC), based in Sofia.

BASIC FUNCTION OF POSITION:

The incumbent works in a diverse, distributed team of developers. The team includes two other programmers in Sofia, other developers across Europe, and oversight from American personnel in Germany and the United States. Together, they design and develop in-house software applications for U.S. Department of State users. This involves occasional travel and opportunities to innovate, utilizing new technologies.

- Participates in the development and review of U.S. Department of State business and system requirements to obtain a thorough understanding of process needs to deliver applications that fully implement identified requirements;
- Responsible for software design and/or development, application testing, performance design, code reviews, development of user guides and technical documentation;
- Communicates with and remotely supports employees and external contacts of U.S. diplomatic missions to meet their needs and ensure high levels of availability;
- Surveys and catalogs applications developed at individual U.S. diplomatic missions and adapts them for regional or enterprise-wide use;
- Assists in testing and piloting new applications and software prior to deployment;
- Assists with teaching new users and post system administrators how to use and migrates data if necessary;
- Maintains newly installed software, applications, and interfaces.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION:

Bachelor's degree in the field of computer science, computer languages, or software application development is required.

2. WORK EXPERIENCE:

Five years of dedicated experience as an application developer or computer programmer is required, including a minimum *two* years of related development experience at a medium to large-sized organization.

3. LANGUAGE:

Level 4 (Fluent) Speaking/reading/writing English is required. Testing of English proficiency will be performed.

4. KNOWLEDGE:

- Good command of back-end web development using C#.
- Considerable knowledge in creating web user interfaces using HTML 5, JavaScript, and JQuery.
- Basic command of Microsoft SQL databases.
- Basic command of .NET libraries.
- General knowledge of Microsoft Visual Studio and working collaboratively with a code repository.
- General knowledge in working with Microsoft Windows and Microsoft Office Suite.

5. SKILLS AND ABILITIES:

- Strong ability to prioritize tasks, to make well-supported recommendations to management, and to make design decisions based on directions from management.
- Strong communication skills are essential to interpret and/or discuss information with a diverse array of customers, involving terminology or concepts not familiar to all audiences.
- Ability to provide advice and recommendation on actions involving complex issues with novice users, business process experts, and information technology professionals.
- Ability to clearly document solutions that solve client problems and clearly present these solutions in a customer-friendly manner.
- Ability to work both in a team-oriented and collaborative environment, and work independently on tasks and monitor progress against defined parameters.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office:

- E-mail: Sofia_Applications@state.gov
- Tel: (+359) (2) 937-5233/5136
- Fax: (+359) (2) 937-5231

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold one of the following: Top Secret, Secret, non-sensitive, public trust, local security certification, etc.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered: Failure to do so may result in a determination that the applicant is not qualified.

1. It is strongly recommended to apply using the Universal Application for Employment (UAE) Form DS-174, which is available on our website or by contacting Human Resources. (See "For Further Information" above); or

2. A current resume or curriculum vitae **in English** that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office U.S. Embassy Sofia
E-mail Address: Sofia_Applications@state.gov
FAX Number: (+359) (2) 937-5231
Mailing Address: U.S. Embassy Sofia, Human Resources Office, 16 Kozyak, 1408 Sofia

Please submit your application by e-mail, post mail or fax. Hand delivered applications will not be accepted.

Only applications received in the Human Resources Office before the closing date of this job notice will be considered. Only short-listed candidates will be contacted for testing and interview.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References.